



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-08-111

OPENING DATE

September 16, 2008

CLOSING DATE

October 6, 2008

POSITION

HEALTH SYSTEM SPECIALIST

LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT
Northern Navajo Medical Center
Division of Clinical Services – Medical Staff Office
Shiprock, New Mexico

GRADE/SALARY

GS-671-09 \$45,040 - \$58,557 per annum
GS-671-11 \$54,494 - \$70,843 per annum

NUMBER OF VACANCIES One (1) Vacancy 3001-13

APPOINTMENT

☒ Permanent

WORK SCHEDULE

☒ Full-Time

AREA OF CONSIDERATION

☒ IHS-Wide

PROMOTION POTENTIAL

☒ Yes, to 11, if selected at lower grade level.

SUPERVISORY/MANAGERIAL

☒ No

HOUSING

☒ Private Housing Only

TRAVEL/MOVING EXPENSE

☒ No expenses paid

DUTIES: Serve as Special Projects Officer for the overall coordination of the activities "from procurement to payment" that are related to professional services contracting and capital equipment acquisition in the Clinical Division. Functions as general trouble-shooter for all problems related to acquisition of and payment for Clinical Division services and equipment. Conducts studies of the Service Unit's health care delivery system and operation including services provided in the direct health care system and through contracted services. Develop methodologies to track/analyze performance relating to quality of service and efficiency of health care management operations. Utilizes the Unified Financial Management System (UFMS) on a daily basis to: initiate requisitions, verify issuance of purchase orders and monitor payment status to professional services vendors; track approved obligations and hours worked for professional services rendered and reconcile with approved purchase orders, receiving report and invoice and with respect to entering/recommending/approving requisitions, query requisition/purchase order/vendor payment status and overall document flow through UFMS and knowledge of UFMS to ensure the submission of requisitioning, approval, delivery of, and payment for services and equipment. Ensure timely submission of vendor timesheets/invoices and certification. Notify Credentialing Coordinator of Contract Providers in need of Medical/Dental Staff privileges and credentials. Complete qualitative and quantitative studies including financial reports and cost effectiveness analyses and reconciles with approved purchase orders, receiving reports and invoices. Develop comprehensive reports, studies, business plans, and presentations for health care senior executives. Prepare quarterly reports on professional services detailing, by department, hours requested/used/balance, funds obligated/spent/balance, vendor payments made/pending. Prepare Individual and Annual Acquisitions plan for Clinical Services/Departments. Establishes project goals and objectives and provides findings and recommendations to hospital executives. Coordinates, implements, and oversees the ongoing development of the Clinical Division's professional services contracting activities. Identifies and resolves discrepancies between requisitions, purchase orders, invoices, receiving reports and payments to professional services vendors. Use all available resources to ensure the best possible patient care by coordinating the professional services contracting and capital equipment acquisitions and resources to achieve a critical balance between the administrative and clinical functions in the health care delivery systems to include human resources management, public relations, and clinical functions. Plan, organize, and direct program activities ensuring clinical programs (professional services contracting and capital equipment acquisitions) complies with legal and regulatory requirements and meets patient/customer needs. **The incumbent will be required, as an incidental duty, to operate a government owned or leased motor vehicle in the performance of assigned duties. This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.**

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATIONS:

- GS-9: 1 year of specialized experience equivalent to at least GS-7 **OR** master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. See below for Education.
- GS-11: 1 year of specialized experience equivalent to at least GS-9 **OR** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M. See below for Education

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

Specialized Experience: Progressively responsible analytical or administrative, or clinical manage or supervisor experience in the health care field. This work may have been performed in a operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

- Missions, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and
- Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.

Undergraduate and Graduate Education: Major study – hospital administration, public health administration, or related fields such as business or public administration with course work in health care administration.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: If you are using education for qualification, you must submit an official college transcript, diploma, license, or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: None

OTHER SIGNIFICANT FACTORS: The incumbent of this position will be required to operate a government owned or leased motor vehicle in the performance of duties, a valid State Driver's license is required as a condition of employment.

PHYSICAL DEMANDS: Physical demands are largely those of sitting for prolonged periods at a desk, using a computer and telephone, walking and climbing stairs to various locations throughout the hospital. Occasionally, lifting of heavy objects (files) may be required.

WORK ENVIRONMENT: Majority of employee's time will be spent at a desk in the Medical Staff Office and other office settings in the medical center. Rarely, the employee's work may require them to enter patient care settings where there is possible exposure to contagious disease.

OTHER SIGNIFICANT FACTORS: Occasionally, work may require travel and TDY assignments to receive formal training necessary to successful performance of the job.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-7 level to qualify at the GS-9 level, completed at least 52 weeks of service at the GS-9 level to qualify for the GS-11 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

••• NOTE ••• Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0671, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standards or the Civil Service Standards if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, those applicants must submit specific information

related to any knowledge, skills, and abilities that are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of Unified Financial Management System (UFMS)
2. Skill in interpersonal relations.
3. Ability to operate various computer software and programs.
4. Ability to analyze facts and draw appropriate conclusions.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicants claiming Indian Preference, must submit a copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

"Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding "yes" to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

This position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearances which include a check of your credit history.

For more information, contact: Gloria Redhorse-Charley, HR Specialist, at (505) 368-6095 Email: gloria.redhorse-charley@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

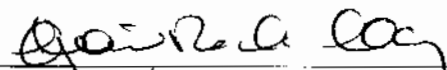
REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

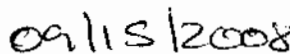
INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.



Human Resources Clearance



Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-111. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Health System Specialist, GS-671-9/11

1. Knowledge of Unified Financial Management System (UFMS). The person in this position must possess the knowledge of UFMS regulations, HIS internal policy and procedures related to deferral acquisitions, financial processes, etc. to initiate, review and monitor professional service contracts and equipment requisition progress. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. Skill in interpersonal relations. The person in this position must have the skill in being persuasive, ability to gain the confidence of others, perceptiveness in dealing with others, the ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals and groups. What in your background would indicate that you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. Ability to operate various computer software and programs. This is the ability to create, edit, analyze and interpret financial/business report and to be able to take corrective resolutions as necessary. The ability to use a computer to manipulate, convert or edit data from various software programs in order to prepare spreadsheets, forms, tables and reports. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. Ability to analyze facts and draw appropriate conclusions. The person in this position must have the ability to routinely review detailed reports and/or statements for validity and completeness, gather additional facts, if necessary, and draw appropriate conclusions based on what is stated, as well as what is not stated. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date